

M e m o r a n d u m

Date: July 5, 2009

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Grapevine Inspection Facility

File No.: 424.9702

Subject: CHP 202D AUDIT - SECOND QUARTER 2009

Attached is the Second Quarter 2009, CHP 202D Audit. No 202D's were completed during this quarter.


S. A. NETZER, Lieutenant
Commander

Attachment

Safety, Service, and Security

INSTRUCTIONS: This form shall be completed for each quarter, as specified in General Order 100.91, Search and Seizure Policy. A photocopy shall be attached to the CHP 202D, Consent Search forms that are reflected in this audit. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary statement. The Summary statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall findings. If handwritten, this form shall be completed in blue ink.

1. TOTAL COUNT OF ALL CHP 202D'S

Total Number of Positive Find CHP 202D's	0
Total Number of Negative Find CHP 202D's	0
Total Number of Refusal to Sign CHP 202D's	0
Total Number of Unable to Sign CHP 202D's	0
Total Number of Consent Withdrawn CHP 202D's	0
TOTAL NUMBER OF ALL CHP 202D'S	0

2. COMPLETION / ACCURACY

A. WERE ALL CHP 202D's FULLY COMPLETED AND LEGIBLE?

☐ YES ☐ NO

(1) IF NO, WHAT WERE THE DISCREPANCIES?

(2) WHAT CORRECTIVE ACTION WAS TAKEN?

B. DID ANY CHP 202D HAVE MULTIPLE SUBJECTS AND / OR LOCATIONS ON THE SAME CHP 202D?

☐ YES ☐ NO

(1) IF YES, WHAT CORRECTIVE ACTION WAS TAKEN?

C. WERE ALL CHP 202D's ACCURATELY ACCOUNTED FOR ON OFFICER'S CHP 415's?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

D. DID THE PHOTOCOPIES OF THE CHP 202D's, WHICH RESULTED IN AN ARREST, CORRESPOND WITH THE APPROPRIATE CHP 202 / CHP 216?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

E. WAS THE ORIGINAL CHP 202D ATTACHED TO THE APPROPRIATE CHP 202 / CHP 216?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

F. WAS THE APPROPRIATE NARRATIVE ATTACHED TO THE CHP 202D's WHERE CONSENT WAS WITHDRAWN?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

2. COMPLETION / ACCURACY (continued)

G. WERE ANY DISPROPORTIONATELY HIGH NUMBERS OF SEARCHES WITH A LOW NUMBER OF FINDS DISCOVERED?

☐ YES ☐ NO

(1) IF YES, WAS ACTION, IF ANY, TAKEN?

H. WERE ALL THE "REFUSAL TO SIGN", "UNABLE TO SIGN", AND "CONSENT DENIED" CHP 202D's PROPERLY MARKED ACROSS SECTION TWO OF THE CHP 202D?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

I. WAS THE SUBJECT'S SIGNATURE OBTAINED ON ALL CHP 202D's WHERE CONSENT TO SEARCH WAS GIVEN?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

J. WAS A SUPERVISORY APPROVAL OBTAINED ON CHP 202D's PRIOR TO REQUESTING CONSENT TO SEARCH?

☐ YES ☐ NO

(1) IF NO, WHAT CORRECTIVE ACTION WAS TAKEN?

3. SUMMARY

No CHP 202D's were completed during this quarter

AUDITOR'S NAME / ID NUMBER

Lt. S. A. Netzer, 9702

SIGNATURE

SA Netzer

DATE

07/05/09

COMMANDER'S NAME

Lt. S. A. Netzer

SIGNATURE

SA Netzer

DATE

07/05/09

Memorandum

Date: June 29, 2010

To: Grapevine Commercial Enforcement Facility

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Grapevine Commercial Enforcement Facility

File No.: 424.12253

Subject: QUARTERLY PETTY CASH AUDIT

On June 29, 2010, I conducted a surprise audit of the Facility's petty cash. Upon inspection a total of \$195.00 was found in the fund. There was one use of the petty cash funds since the last audit. A receipt for \$5.00 was in the lock box.

The petty cash is kept in a locked metal box, and placed in a locked filing cabinet. Office Technician Leah Thorpe, #A12575, is authorized to access the petty cash for minor purchases and collection of funds.

I will continue to conduct surprise audits on a quarterly basis to ensure the funds are utilized correctly.



D.R. WYMORE, Lieutenant
Commander

Safety, Service, and Security